

*Library of Congress Cataloging-in-Publication Data*

*Belker, Loren B.*

*The first-time manager / Loren B. Belker, Gary S. Topchik.—5th ed.*

*p. cm.*

*ISBN 0-8144-0821-4*

*1. Supervision of employees. 2. Office management. I. Topchik, Gary S. II. Title.*

*HF5549 .12 .B453 2005*

*658.3'02—dc22*

*2004019486*